

Commander Delegation For Assignment Management System (AMS) Access

Applicable to: Total Force

Requesting Higher Access

Commanders at all levels may delegate their access to appropriate individuals such as administrative support personnel, deputy commanders, or executive officers. Before authority can be delegated, the target individual must have an AMS account and must be assigned to the Commander's Personnel Accounting Symbol (PAS) code.

To delegate, commanders should follow these steps:

Log in to AMS Web under the Commander profile. If you do not see this option, you do not have Commander access in AMS. For assistance, please call the A1 Service Desk at DSN 665-5004 or 1-800-525-0102 or send an email to amshelp@us.af.mil

Under the Personnel Information Menu, click on Delegate Unit Access.

Under the Select Delegated Action section, make sure the drop-down box says Add, then click the Add button.

Under Delegate Access to: Enter the SSAN or the person's name (formatted as Last Name, First Name, MI) who is to receive higher access. For example, Lt Col John A. Doe would be entered as Doe John A (no punctuation). Click on Search. If the system responds with Person not on file, contact the A1 Service Desk for assistance.

Under Delegate Access To Below Individual: From the drop-down menu, select the access level you wish to delegate (breakdown of the access roles is below), the duration of the access (the maximum is 1,094 days), then click on the SSAN execute button.

This individual will now be able to use the higher access under their own AMS account next time he/she logs into AMS.

Duty Title, Base, MAJCOM, and/or Rank Incorrect In Assignment Management System (AMS):

The information displayed in AMS is received from the Military Personnel Data System (MilPDS). Contact your local Military Personnel Section (MPS) to ensure that the most current and accurate information is in MilPDS. However, if your data has recently changed, please be patient as this data is refreshed once a week.

Technical Assistance:

If you are experiencing problems with the application, please contact the A1 Service Desk at DSN 665-5004 or 1-800-525-0102, option 8.